|  |  |
| --- | --- |
| **RHESTR WIRIO YMGEISIO** | **APPLICATION CHECK LIST** |
|  |
| Cyn i chi anfon eich ffurflen gais atom ni, defnyddiwch y rhestr wirio yma i wneud yn siŵr eich bod yn anfon yr holl ddogfennau angenrheidiol atom ni. Mae hyn yn bwysig iawn er mwyn i ni allu ystyried eich cais yn gyflawn a’i brosesu’n gyflym. Fe’ch cynghorir yn gryf i anfon eich cais a’ch dogfennau gwreiddiol atom ni drwy Ddanfoniad wedi ei Gofnodi. | Before you return your application form to us, please use this check list to ensure that all of the following documents are also enclosed. This is a vital part in ensuring that your application can be deemed complete, and will help us to process it quicker. You are strongly advised to use Recorded Delivery Post when sending original documentation. |
|  |  |
| Ffurflen gais wedi ei chwblhau |  | Completed Application Form |
|  |  |  |
| Taliad Trwyddedu |  | Licensing Payment |
|  |  |  |
| Tystysgrif Diogelwch GasSafe Wreiddiol (wedi ei chyhoeddi o fewn y 12 mis diwethaf) |  | Original GasSafe Safety Certificate (issued within last 12 months) |
|  |  |  |
| Asesiad Risg Tân |  | Fire Risk Assessment |
|  |  |  |
| Asesiad Risg Iechyd a Diogelwch  |  | Health & Safety Risk Assessment |
|  |  |  |
| Cyflenwad Arolygiad Trydanol Cyfnodol (dyddiedig o fewn y 3 blynedd ddiwethaf)\*\* |  | Periodic Electrical Inspection Supply (dated within the last 3 years)\*\* |
|  |  |  |
| Rheolau’r Safle (os yn berthnasol) |  | Site Rules (if applicable) |
|  |  |  |
| Asesiad Risg Llifogydd  |  | Flood Risk Assessment |
| Yswiriant Atebolrwydd Cyhoeddus  |  | Public Liability Insurance |
| \*\* Os nad oed gennych chi Dystysgrifau Arolygiad Trydanol Cyfnodol/Adroddiadau Gosodiadau Trydanol Domestig perthnasol, rhowch wybod i ni fel rhan o’ch cais fel bod modd i ni eich caniatáu i anfon y rhain atom ni’n ddiweddarach. Fe ddylai pob archwiliad neu dystysgrif gael ei wneud gan drydanwr sydd naill ai’n wedi cofrestru â Rhan P neu’n aelod o gynllun personau cymwys. | \*\* If you are currently without the relevant Periodic Electrical Inspection Certificates/Domestic Electrical Installation Reports, please let us know as part of your application as we can make provision for you to submit these at a later date. All inspections and certification should be undertaken by an electrician that is either Part P registered or a member of a competent persons scheme. |